

NASPNCLAINST 1650.2H
Code 11000
4 May 98

NASPNCLA INSTRUCTION 1650.2H

Subj: POLICIES AND PROCEDURES FOR THE REVIEW AND APPROVAL OF AWARDS AND AWARD RECOMMENDATIONS, INCLUDING LETTERS OF COMMENDATION AND APPRECIATION

Ref: (a) SECNAVINST 1650.1F
(b) SECNAV Washington DC 231906Z Sep 94
(c) CNETINST 1650.1H
(d) CNET Pensacola FL 241141Z Dec 97

Encl: (1) Sample Letter of Appreciation
(2) Sample Proposed Citation for Commanding Officer Awarded Navy and Marine Corps Achievement Medal
(3) Sample Proposed Citation for End-of-Tour Navy and Marine Corps Achievement Medal
(4) Sample Proposed Citation for Navy and Marine Corps Commendation Medal
(5) Sample Meritorious Service Medal
(6) Sample Flag Letter of Commendation
(7) Sample OPNAV 1650/3
(8) Sample of organizations qualifying for Military Outstanding Volunteer Service Medal
(9) Sample Military Outstanding Volunteer Service Medal

1. Purpose. To issue policies and procedures governing recommendations for and processing of personal awards at NAS Pensacola.

2. Cancellation. NASPNCLAINST 1650.2G

3. Background. References (a) through (d) contain the basic regulations on awards available to military members at NAS Pensacola.

4. Policy

a. Criteria. To preserve integrity, awards will be recommended for acts or services which are clearly and distinctly outstanding in nature and magnitude. The acts or services must place a person's performance significantly above that of contemporaries and be of such importance that one cannot appropriately be recognized in any other way.

b. Award Considerations

(1) The focus in the awards system should be on individuals who distinguish themselves by contributing significantly to improvements in readiness by such accomplishments as exceptional training, superior management of resources, or by greatly increasing the effectiveness of an existing program. In this regard, unusual achievements in material readiness, innovative planning, or extraordinary success in recruitment or retention are a few examples of positive influences worthy of consideration for awards.

(2) Consideration should be given to presenting letters of appreciation to military and civilian personnel who have performed in a noteworthy manner (enclosure (1)).

(3) Commanding Officer, NAS Pensacola, has approval authority for awarding the Navy and Marine Corps Achievement Medal (NMCAM) in cases of "specific performance of a superlative nature." The purpose of this award is to give timely recognition for one specific incident reflecting superlative performance, which took place during a specific time period, normally not to exceed 1 year (enclosure (2)).

(4) Individuals who have accomplished several specific achievements and maintained sustained superior performance during their tour at NAS Pensacola not previously recognized by an award should be considered for an end-of-tour award (enclosure (3)).

(5) Retirement and separation awards demonstrate the appreciation of the command, the Navy, and the Nation to an individual for dedicated service. This does not mean an award should be given every time a member retires. The retiree's service, and especially last tour of duty, should have been particularly dedicated and productive.

(6) Enclosures (1), (2), (3), (4), (5), and (6) are sample citations for Letter of Appreciation, Commanding Officer awarded Navy and Marine Corps Achievement Medal, End-of-Tour Navy and Marine Corps Achievement Medal, the Navy and Marine Corps Commendation Medal, Meritorious Service Medal, and Flag Letter of Commendation.

5. Information

a. Preparation

(1) Format. Recommendations for personal decorations will be prepared using Personal Award Recommendation, OPNAV 1650/3 (Rev. 1-94), (enclosure (7)).

(2) Summary of Action. This part of the recommendation, to be included on the reverse side of the OPNAV 1650/3, is required for all awards **except** for Commanding Officer awarded Navy and Marine Corps Achievement Medals and Flag Letters of Commendation. Generalities, excessive use of superlatives, and the "job description/evaluation approach" are to be avoided. **An objective summary giving specific examples of the performance and manner of accomplishing it, together with results and benefits derived (Action/Reaction to the action), should be presented in bullet style.** The amount of detail and supporting documentation required will depend upon circumstances and nature of the award being recommended.

(3) Citation. In addition to the required summary of action, a proposed citation must accompany the recommendation for all awards except the Flag Letter of Commendation and Military Outstanding Volunteer Service Medal. A citation is an enumeration of meritorious achievements, and must agree with the summary of action as to date(s), duties, and assignments of the individual. It must be factual, contain no classified information, be adaptable to publication by news media, and should not exceed 10-12 double-spaced typewritten (portrait) lines with the exception of the MSM citation which may consist of 22 double-spaced typewritten (portrait) lines, including

standard lead-in and closing statements. Proposed citations should not be submitted in landscape format. Citations consist of three parts:

(4) Opening Sentence. The opening sentence of the citation consists of a standard phrase describing the degree of meritorious or heroic service as specified for each award; duty assignment of the individual and inclusive dates of service on which the recommendation is based. Opening phrases for specific decorations are:

(a) Meritorious Service Medal. "For outstanding meritorious service as (achievements)..."

(b) Navy and Marine Corps Commendation Medal. "Meritorious service while serving as..."

(c) Navy and Marine Corps Achievement Medal. "Professional achievement in the superior performance of his/her duties while serving as..."

(5) Statement of Heroic, Meritorious Achievement, or Service. The second part of the citation identifies the recipient by name and describes specific duty assignments, accomplishments, and the outstanding personal attributes displayed. The description of the individual's achievements must show clearly that they were sufficient to justify the award recommended. Value of results of achievements may also be included. If duty was performed in actual combat, the citation should so state. No classified information, however, may be included in the proposed citation.

(6) Commendatory Remarks. The third part of the citation states that the outstanding attributes reflected credit upon the individual and were in keeping with the highest traditions of the United States Naval Service.

b. Eligibility Requirements. Specific eligibility requirements are contained in references (a) through (d). Summarization for the Navy and Marine Corps Commendation Medal, Navy and Marine Corps Achievement Medal, and Military Outstanding Volunteer Service Medal are listed below:

(1) Navy and Marine Corps Commendation Medal. Awarded to a person who, while serving in any capacity with the Navy or Marine Corps (including foreign military personnel and members of U.S. Reserve components on active or inactive duty), accomplishes a meritorious act of heroism, achievement, or service. To merit this award, the acts or services must be accomplished or performed in a manner above that normally expected and sufficient to distinguish the individual above those performing similar services as set forth in the following:

(a) Acts of Heroism. Worthy of special recognition, but not to the degree required for the Bronze Star Medal, when combat is involved, or the Navy and Marine Corps Medal, when combat is not involved.

(b) Meritorious Achievement. Outstanding and worthy of special recognition, but not to the degree required for the Bronze Star Medal or Air Medal, when combat is involved, or the Meritorious Service Medal or Air Medal, when combat is not involved. The achievement should be such as to constitute

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a definite contribution to the naval service, such as an invention, or improvement in design, procedures, or organization.

(c) Meritorious Service. Outstanding and worthy of special recognition, but not to the degree required for the Bronze Star Medal or Air Medal, when combat is involved, or the Meritorious Service Medal or Air Medal, when combat is not involved. The award may cover an extended period of time during which a higher award may have been recommended or received for specific act(s). The criteria, however, should not be the period of service involved, but rather the circumstances and conditions under which the service was performed. The performance should be well-above that usually expected of an individual commensurate with grade or rate, and above that degree of excellence which can be appropriately reflected in the individual's fitness report or evaluation.

(2) Navy and Marine Corps Achievement Medal. Awarded to commissioned and enlisted members of the Navy and Marine Corps, including members of Reserve components on active or inactive duty of the grade of Lieutenant Commander or Major and junior thereto. It may also be awarded to members of other branches of the Armed Forces of comparable grade or rate, when attached to or serving with units of the Department of the Navy. The award shall be given for meritorious service or achievement in a combat or noncombat situation based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more tangible recognition than is possible by a fitness report or evaluation, but which does not warrant a Navy and Marine Corps Commendation Medal or higher.

(a) Professional achievement which merits the award must:

1. Clearly exceed that which is normally required or expected, considering the individual's grade or rate, training, and expertise.

2. Be an important contribution of benefit to the United States and the naval service.

(b) Leadership achievement which merits the award must:

1. Be noteworthy.

2. Be sustained to demonstrate a high state of development or, if for a specific achievement, be of such merit as to earn singular recognition for the act(s).

3. Reflect positively on the efforts of the individual toward accomplishment of the unit mission.

(3) Military Outstanding Volunteer Service Medal. Awarded to members of the Armed Forces, including Reserve components who, subsequent to 31 December 1992, perform outstanding volunteer community support of a sustained, direct, and consequential nature over time and not a single act or achievement. To be eligible, an individual's service must:

(a) be to the civilian community, to include the military family community;

(b) be significant in nature and produce tangible results;

(c) reflect favorably on the military service and the Department of Defense; and

(d) be of a sustained and direct nature. While no specific log of individual service is required or encouraged, a service member should normally perform a sustained, direct hands-on community service over a 3-year period. Attending membership meetings or social events of a community service group or attending occasional scout meetings would not normally be considered qualifying service, while manning a community crisis action phone line or serving 3 years as a Boy or Girl Scout leader would. Enclosure (8) contains samples (non-inclusive) of organizations which would qualify. Enclosure (9) provides a sample for submission of the Military Outstanding Volunteer Service Medal (MOVSM).

6. Procedures

a. Award recommendations shall be submitted to the Awards Board via the Awards Clerk, Administrative Office (Code 11101), in double-space rough with completed OPNAV 1650/3 (front side), at least 90 days for NMCAM/NMCCM and 120 days for MSM in advance of the desired presentation or detachment date.

b. The Awards Board shall consider, in a timely manner, award recommendations submitted by Department Heads and Special Assistants. The Awards Board shall consist of:

- (1) Assistant Administrative Officer
- (2) O3 or above or CW03 or above
- (3) Command Master Chief

c. The Awards Clerk will forward to the Commanding Officer a copy of each OPNAV 1650/3 and proposed citation. Only the Commanding Officer has the authority to approve or disapprove an award submission. Those submissions disapproved will be returned to the cognizant Department Head or Special Assistant by the Assistant Administrative Officer.

7. Forms. Personal Award Recommendation, OPNAV 1650/3 (Rev 1-94), S/N 0107-LF-017-5800, may be obtained through normal supply channels.

/S/
J. M. DENKLER

Distribution:

B
(NASPNCLAINST 5216.1S)

Stocked:

Commanding Officer
NAS Pensacola
190 Radford Blvd
Pensacola, FL 32508-5217

SAMPLE LETTER OF APPRECIATION

1650 (Military)
12451 (Civilian)
Code

From: Commanding Officer, Naval Air Station Pensacola
To:

Subj: LETTER OF APPRECIATION

1. On behalf of all the Firefighters and the civilian and military personnel assigned to Naval Air Station Pensacola, Florida, I would like to personally thank you for your continued dedicated service to your Country and the United States Federal Government. With a combined total of over 40 years service, you should be justifiably proud of your many achievements.

2. Your personal integrity and your ability to motivate others are traits that you have honed to a fine degree. You have established those high standards of performance, knowledge, and character that are the trademarks of a true professional.

3. While assigned to the Naval Air Station Pensacola Consolidated Fire Department for the past 8 years, you have responded to numerous aircraft crashes and structural fires, saving many lives and reducing property damage. Your high standards of professionalism, total dedication to duty, and outstanding performance during the past 40 years reflected great credit upon yourself, this command, and the United States Navy.

4. Thank you for a job exceptionally well done!

I. M. CAPTAIN

SAMPLE PROPOSED CITATION FOR COMMANDING OFFICER AWARDED
NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

The Secretary of the Navy takes pleasure in presenting the NAVY
AND MARINE CORPS ACHIEVEMENT MEDAL to

RANK/RATE
NAME
UNITED STATES NAVY

for service as set forth in the following
CITATION:

Professional achievement in the superior performance of his duties while serving as Crime Prevention Coordinator, Security Department, Naval Air Station Pensacola, Florida, from January 1997 to December 1997. Petty Officer *'s outstanding direction of the Command's Physical Security and Crime Prevention Programs produced quantitative reductions in loss of government property and significantly enhanced quality of life for the entire Pensacola community. His selfless dedication and tireless efforts resulted in his selection as Naval Air Station Pensacola Sailor of the Year for 1997. Petty Officer *'s managerial ability, personal commitment, and unswerving devotion to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

I. B. SIGNING
Captain, U.S. Navy
Commanding Officer

SAMPLE PROPOSED CITATION FOR END-OF-TOUR NAVY AND
MARINE CORPS ACHIEVEMENT MEDAL

The Secretary of the Navy takes pleasure in presenting the NAVY
AND MARINE CORPS ACHIEVEMENT MEDAL to

RANK/RATE
NAME
UNITED STATES NAVY

for service as set forth in the following
CITATION:

Professional achievement in the superior performance of her duties while serving as Assistant Aircraft Maintenance Officer and Maintenance Material Control Officer, Search and Rescue Division, Air Operations Department, Naval Air Station Pensacola, Florida, from June 1996 to March 1998. Lieutenant *'s efficient management and manpower directly contributed to consistent full mission capable rates over 90 percent for three UH-3H Helicopters and a 100 percent mission accomplishment rate. Lieutenant *'s outstanding managerial ability, personal initiative, and unswerving devotion to duty reflected credit upon herself and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

SAMPLE PROPOSED CITATION FOR NAVY AND
MARINE CORPS COMMENDATION MEDAL

The Secretary of the Navy takes pleasure in presenting the NAVY
AND MARINE CORPS COMMENDATION MEDAL to

RANK/RATE
NAME
UNITED STATES NAVY

for service as set forth in the following
CITATION:

Meritorious service while serving as Air Traffic Control Radar Branch/Fleet Area Control and Surveillance Chief, Air Operations Department, Naval Air Station Pensacola, Florida, from June 1992 to January 1998. Chief Petty Officer *'s superior technical expertise, commitment to excellence, and managerial skills were directly responsible for over 325,000 mishap-free training sorties. Her leadership contributed to grades of "Outstanding" on two consecutive Chief of Naval Air Training Quality Assurance Inspections. Chief Petty Officer *'s distinctive accomplishments, unrelenting perseverance, and steadfast devotion to duty reflected credit upon herself and were in keeping with the highest traditions of the United States Naval Service.

For the Secretary of the Navy,

SAMPLE MERITORIOUS SERVICE MEDAL

RANK/RATE
NAME
UNITED STATES NAVY

for service as set forth in the following
CITATION:

For outstanding meritorious service as Command and Area Coordinator Chaplain, Naval Air Station Pensacola, Florida, from June 1994 to October 1995. Captain *'s dynamic leadership, superb management skills, and uncompromising commitment were the primary factors in the delivery of quality ministry to all Pensacola region military personnel and their families. Captain *'s innovative direction of the Core Values Academy, Military Lights Volunteer Program, and the Pensacola Regional Critical Incident Stress Response Team played a key role in improving relations with the civilian community. His outstanding supervision of 28 Chaplains and reorganization of 3 chapels and 5 Command Religious Programs significantly improved religious programs and services, and was directly responsible for the high morale and training efficiency of over 15,000 Navy and Marine Corps personnel. His personal involvement, sound judgment, and tireless devotion greatly enhanced the quality of life at Naval Air Station Pensacola. By his exceptional professional ability, personal initiative, and total dedication to duty, Captain * reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

For the President,

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SAMPLE FLAG LETTER OF COMMENDATION

RANK/RATE
NAME
UNITED STATES NAVY

for service as set forth in the following
CITATION:

(If Civilian Letter of Commendation, name only)

"For superior performance of his duties as Section Leader and Correctional Custody Unit Leading Petty Officer, Naval Brig/Correctional Custody Unit, Naval Air Station Pensacola, Florida, from June 1994 to October 1995. Petty Officer *'s superior initiative and management skills assisted in the establishment of Naval Air Station's Correctional Custody Unit. His dedication and diligent efforts contributed to the Correctional Custody Unit's 87 percent success rate and culminated in his selection as the Naval Brig/Correctional Custody Unit's 1996 Corrections Specialist of the Year. Additionally, he served as a Watch Section Leader in a position normally reserved for a more Senior Petty Officer. Petty Officer *'s personal initiative and unswerving devotion to duty reflected credit upon himself and were in keeping with the highest traditions of the United States Naval Service."

Enclosure (6)

SAMPLE OF ORGANIZATIONS QUALIFYING
FOR VOLUNTEER SERVICE

Boy/Girl Scouts/Brownies/Camp Fire/Cub Scouts/YWCA Indian Princess
Little Leagues (All Sports)/Coaches
Hot Line Volunteer (Abuse/Rape/Suicide)
Hospital Volunteer
Volunteer Teachers
March of Dimes/March of Dimes Walk-A-Thon, etc. (Telethon Support)
Volunteer Fire Department/Rescue Squad/Medics
Community Center Work/Security
Senior Citizen Program Volunteers
Navy/Marine Corps Relief Society - Volunteer Worker
Work w/Group providing Food, Shelter for Homeless
Museum Volunteers
Big Brother/Sister Programs
Fund Drives (Combined Federal Campaign, etc.)
Salvation Army
Volunteer Probation Officers
Law Enforcement Organization Assisting Youths
Public Libraries-Story Hour/Adult Reading
Federal Tax Assistance to Needy
Easter Seal Volunteers
Literacy Programs
Navy League Sea Cadet Programs
D.A.R.E. School Programs

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Blood Drives

Guide Dog Training

Working with Hearing Impaired

Make-A-Wish Foundation

Child Abuse Organizations

Association for Retarded Citizens

Building Fitness Trails

Adopt-A-Highway

Anti-Graffiti Projects

Meals on Wheels

Therapeutic Horseback Riding Program

USO

4H Clubs

Local Beautification Projects

Ident-a-Child

Adopt-a-Park

Volunteer for Bone Marrow Donor Programs